1. **Introduction:**

This Ridgewood Crew (RC) 2018 Rower Expectations, Rules, and Codes of Conduct contains important information. It should be thoroughly read and understood by all RC rowers and at least one parent or guardian.

RC rowers are expected to demonstrate the highest level of personal and team conduct, sportsmanship, and behavior at all team practices (pre-season and on-the-water), when traveling to, from, and at all times during regattas, and at any other time when they are representing the RC community.

Among other things, RC adheres to a very strict attendance policy and zero tolerance drug and alcohol policy. Rowing fees, paid or due to be paid, will not be waived or refunded if a RC athlete is dismissed from the team.

All rowers and at least one parent/guardian must carefully read this document. The last page of this document is a signature page that MUST be returned to the Vice President, Administration of RC at/before try-outs. Capitalized terms are defined in the Definitions Section.

1. **Rowing Fees and Required forms**
	* The first fee payment and required forms must be turned in to a RC Board Member either at or prior to the January 2018 tryout. No prospective rower will be permitted to tryout without turning in the check and the required forms. Fees will be promptly returned to those who do not make the team
	* **Rowing Fees**
* The fees for the 2018 year are: $2,700 payable as follows:
	+ $900 at January tryout
	+ $900 on February 15
	+ $900 on March 15
* All payments are due when scheduled. Late payments may result in a rower being suspended from practices and/or regattas until such payment is made. Such suspension will count as an Unexcused Absence. Please note that all fees must be paid in full prior to the first regatta on Sunday, April 8.
* Once the team is selected in January, you are bound to pay all rowing fees when due. If you are dismissed from the team or voluntarily leave the team, at any time after the team is selected, you explicitly agree to pay all fees when due.
* Row-a-Thon: Each rower is required to raise $200. There will be prizes for the top 3 fundraisers for this event.
* Every family is expected to volunteer for a minimum of five hours during the 2018 RC spring season or donate $200.
	+ **Defraying Fees**
* Multiple Rower Discount: Families with more than one rower will receive a 20% credit on the fees for the second and any successive child in the program by way of a reduction in the March payment. For example, a family with more than one rower would make a payment of $360 per second or successive rower on March 15.
* Use of Family Pick-up: Any family willing to donate the use of their pick-up truck to tow the boats to regattas for the spring season will not have to pay the rowers fee. See the Head Coach for details.
* Fundraising/Rowing Fee Discount: Spring Program Fee Discount for donations >$2500
* This program is optional for those rowers who would like to participate.
* The program discount begins once a rower has raised $2500 in donations to RC.
* After the minimum $2500 donation is met, all dollars are counted towards the discount rate for the spring season fee.
* The discount is 20% of the total amount raised, for example:
	+ If $3000 raised then $600 discount = $2100 spring season fee
	+ If $5000 raised then $1000 discount = $1700 spring season fee
* All donations accrued between January 1 and the end of the spring rowing season (last day of Stotesbury Regatta) will count in this discount program.
* If a rower raises $5000, they may elect to receive the fee discount or name a boat (if available). Final announcement of rowers (up to two) that may elect to name a boat will be made at the end of the year banquet.
	+ **Required Forms**: To be handed in before or at tryouts
* Ridgewood Crew Liability Waiver
* Physician Clearance Form
* Rower-Parent Contract signature page (this document)
1. **Attendance Policies**

The success of the RC team is dependent upon the dedication, attendance, and appropriate behavior of all members of the team. Absences and tardiness from practice have a significant impact on the team’s performance at regattas, as do negative behaviors. This policy is aimed at providing a positive working and learning environment for all students in order to attain the highest level of achievement and performance. It is expected that students behave in a manner which is respectful to other students, coaches, and chaperones. All school rules and expectations remain in place during all practices and regattas. All practices and regattas are mandatory, unless otherwise noted, and the following guidelines apply:

* **Attendance**: Practice is mandatory. Practice takes place six days a week after school AND every weekend throughout the season. When joining RC, you accept the practice/regatta calendar as your personal responsibility. We will be racing every weekend from April through end of May. We usually race on Sundays, although at least two races are on Saturday; most races are in Philadelphia. No crew athlete is allowed to be absent for spring break. There are absolutely no exceptions to this rule. Anyone who cannot fulfill this commitment should not try out for the crew team. Any athlete who is absent for any reason, other than extenuating circumstances that are cleared by the Head Coach and VPs Administration, can be removed from their boat and the team, with immediate effect.
* **Excused Absence:** Excused absences are allowed in extenuating circumstances. Remember it is the responsibility of the ATHLETE to contact the Head Coach and the VPs Administration, as far in advance as possible, to inform them of their inability to attend a practice and request permission to be absent. Vacations are NOT extenuating circumstances. Sickness and injury require a note from a Doctor.
* **Unexcused Absence:** If the Head Coach and VPs Administration is not notified or considers an absence to be unexcused, then this may result in an athlete’s removal from a boat and/or removal from the team. Please understand that anyone missing practice for any reason disrupts the entire team. People have to be moved around, and in most cases, entire boats cannot practice. It may also mean a boat cannot race due to insufficient preparation.

If you miss a practice for any reason, whether excused or unexcused, the staff reserves the right to prohibit you from racing in a regatta, if they feel you are not adequately prepared. Several unexcused practices may result in your expulsion from the team. Unexcused absences will result in disciplinary action:

* 1st offense: Student conference with the head coach. Parents and Board contact. Possible Boat assignment change or expulsion from the team as the Head Coaches discretion and Board approval.
* 2nd offense: Parents meeting with Board and expulsion from the team as the Head Coaches discretion and Board approval.
* 3rd offense: expulsion from the team
* **Parents:** Please do not schedule doctor’s appointments, tutors, or anything else for your child during practice hours. Please always consult with the Head Coach and the VPs Administration first. Injury and sickness policy - Injuries and medical issues must be communicated directly to the coaching staff. During the spring racing season, any athlete who has missed practice due to serious injury or sickness, must be cleared by a doctor and must be able to fully participate in all training upon their return. There is no guarantee that a seat will be held for any athlete who is sick or injured. This may mean exclusion from practice and racing for all or part of the spring season.
* **Appeals:** Rowers who wish to appeal decisions regarding attendance must contact the RC President to arrange for a conference to include the President, VPs Administration, parent, rower, Head Coach, and additional staff as necessary.
* **Acceptable Absences include:**
* Winter Sports - Dates when a rower cannot attend a practice session because such practice session would interfere with a Ridgewood High School sanctioned winter sport. In this case, the rower’s commitment to RC would begin as soon as that winter sport season ends.
* Up to 2 Land Practices – A rower may be excused from practice up to 2 days during the mandatory land practice (January (after tryouts) – early March). The rower must email the Head Coach and Vice Presidents of Administration at least one week prior to the absence.
* Illness or injury – The rower must email the Head Coach and Vice Presidents of Administration and Transportation immediately. Further, a doctor’s note should be presented at the next succeeding practice upon returning from such illness or injury
* February break – Friday, February 16 to Tuesday, February 20 will have optional practices. Mandatory practice resumes on Wednesday, February 21, 2018.
* College entrance exam dates –
	+ SATs: March 10, May 5
	+ ACTs: February 10, April 14
	+ Note: test prep courses/tutors are not acceptable absences
	+ Note: the foregoing applies only to students who are taking the exam on those dates. Please provide the Head Coach with your exam dates as soon as they are set so alternate arrangements can be made for your boat mates to have a productive practice.
* College Visits – only acceptable during land practices and must be pre-approved during the first week of practice.
* Events where RC has been informed by the school officials that these are mandatory/scholastic events, including only:
	+ DECA Competitions: February 27 – March 1(States), April 20 – 25 (ICDC)
	+ note – the foregoing applies only to students who are participating in these DECA competitions
	+ RHS music events:
		- Choir: April 18
		- Orchestra: April 18
		- Band: April 5
	+ Note: the foregoing applies only to students who are participating in these events; there are no acceptable absences for Pit Orchestra, Jazz Band, Small Ensembles, other Choir trips, and other Band trips – as these do not meet the above criteria
* Religious events and observances – after consultation with and approval of the Vice Presidents Administration and Head Coach.
* Family Emergencies
* All absences (school, religious, and other) must be communicated to the RC Vice Presidents Administration and Head Coach prior to the end of the first week of practice
* As a rule there are no acceptable absences for Water Practices.
* Unexcused absences include reasons not listed above. If you are present for a full day of school and you do not attend practice or if you leave school without clearance from the school nurse, your absence will be considered unexcused. Absences due to illness must be followed up with a note from home confirming the validity of the absence.
1. **Illegal Drugs and Alcohol**

Use or possession of illegal drugs or alcohol by a rower is unacceptable. Any rower under the influence of or in possession of illegal drugs or alcohol during, while traveling to/from, or while participating in any practices, regattas, or other team activities may be dismissed from the team or otherwise disciplined.

1. **Social Media Policy**

Use of any Social Media (i.e., Facebook, Instagram, Snapchat, etc) by a parent or rower that portrays another rower, group of rowers, coach, or RC team as a whole in a negative light is subject to disciplinary actions determined by the RC Board which may include, but is not limited to, immediate dismissal.

1. **General Conduct/Other Policies**
	* **Balancing Rowing with Other Responsibilities**: Rowing is not only a physically and mentally demanding sport; it also demands a significant allocation of time by the rower. Please consider this when considering your time allocation and schedule with respect to academics, other extra-curricular activities, family obligations, college test prep, college entrance exams, and college visits.
	* **Rower Behavior – General**
	* All RC athletes and their parents/guardians are expected to demonstrate the highest level of conduct, sportsmanship, and behavior whenever they represent the team, the school, and the community. We expect all athletes and their parents/guardians to be considerate of their teammates and coaches. Disrespectful, disparaging, and abusive comments or other improper behavior towards teammates, coaches, children, and adults will not be tolerated. Any athlete or their parents/guardians who violate our rules will be subject to disciplinary action at the discretion of the Head Coach and the RC Board.
	* RC athletes and their parents/guardians will not make negative comments to or about rowers, parents, coaches, or officials verbally or through electronic means (i.e., text messages, emails, voice mails, social media). RC athletes and their parents/guardians will understand that consequences of poor sportsmanship, disrespectful or threatening behavior could include suspension from club events or expulsion from the club.
	* The Head Coach reserves the right to suspend any athlete from the team with immediate effect if their actions are considered serious enough.
	* Any violation of these rules by a parent/guardian needs to be brought to the attention of the RC Board. Disciplinary actions based on parent/guardian action may include, but is not limited to, the rower’s dismissal from the team.
* **Team Selection, Boat, and Seat Assignments**
	+ The Head Coach will make all final decisions regarding team selection immediately following the January tryouts.
	+ The Head Coach and/or Assistant Coaches will decide, from time to time and in their sole, professional opinion and discretion, all boat assignments and seat assignments within boats for all practices and regattas. Furthermore, the Head Coach has the right to withhold a rower from a practice or regatta. All decisions on practice and race lineups are based on the coaches’ assessment of a rower’s ability, readiness, and his/her overall contribution to the team.
* **Communication**
	+ The Head Coach/VPs Administration is responsible for communicating information regarding the crew program to parents. Each parent/guardian and rower is responsible for understanding the RC rules, regulations, and requirements, as well as the coach’s expectations.
	+ Appropriate concerns for parents to discuss with coaches include:
		- Ways to help their child improve
		- Concerns about their child’s behavior or progress
		- Injuries
		- Nutrition
	+ Issues not appropriate to discuss with coaches include:
		- Crew formation, seat assignments, coach assignments, or coaching decisions
		- Other student athletes
	+ Specific concerns can be forwarded to the Head Coach by email first. We will do our best to respond in a timely manner. If you need to speak to us personally, please request this in an email, and we can set up a meeting.
	+ Each family will be assigned an RC Board Member who can answer questions, provide information/insight, etc. This should be the first person a parent/guardian should reach out to with questions.
	+ All rowers should feel free to speak with their respective coaches about any questions/ concerns.
* **Bus Transportation**
	+ All rowers must attend regattas in which RC competes and in which their respective rower level (novice, junior varsity, or varsity) participates, whether or not that rower is rowing in the regatta. The same rules and requirements for absences and advance notice of absences from practices will apply to attendance at regattas.
	+ All rowers shall travel to/from all regattas and practices on buses provided by RC when such buses are provided. Buses are provided for every regatta other than those held on the Passaic River and for one to two select-boat regattas. Buses are provided for every on-water practice except practices on Saturday and Sunday and during the April break. If buses are not provided, rowers are responsible for their own transportation, carpool, etc.
	+ One parent/guardian from each rowing family is required to chaperone the practice bus one during the spring 2018 season. A sign-up link will be provided for parents/guardians to select a date that works best with their schedule.
* **Other Rowing and Regatta Activities**
	+ Rowers are responsible for rigging and de-rigging all boats under the coaches’ supervision at the regatta site.
	+ Every athlete is required to attend boat loading and unloading, before and after, all races except when travel is in an approved parent carpool to/from the regatta. No other exceptions. No one leaves until every boat is loaded/unloaded and coaches have given permission to leave.
	+ No parents/guardians are allowed at the rower’s tent at regattas. This time and area is reserved for coaches and rowers to focus and prepare for their upcoming races. Typically, the rower is free to go to the parent tent after their race.
	+ No rower is allowed to leave a regatta early.
	+ Rowers and their families are responsible for checking email and Ridgewoodcrew.com for updates to practice, regatta schedules, cancellations, etc.
	+ Rowers are required to participate in all club-sponsored fundraising events.
	+ Rowers should follow food consumption guidelines provided by the RC coaches during regattas.
1. **Definitions**
	* **Assistant Coach:** any person selected to assist the Head Coach that is approved by the President to perform coaching duties at the direction of the Head Coach
	* **April Recess:** the period on the Ridgewood High School Calendar identified as ‘April Recess’, including the weekend immediately before and after such period. Mandatory attendance at practices.
	* **Excused Absence:** a rower’s absence from a scheduled land practice, water practice, or regatta is granted by the Head Coach during the first week of practice according to the policy described in Section 2. Furthermore, it is the responsibility of the rower to notify the Head Coach/VPs Administration as far in advance as possible, when requesting an excused absence. For clarity – 1. A vacation is NOT an exceptional circumstance; 2. Sickness or injury, to be considered qualified as an excused absence, requires a note from a doctor. Academic tutoring session and tests must not be scheduled during land and water practice schedule or regattas. Finally, while an excused absence may be granted, a rower is not guaranteed a seat in a boat upon return to the team. If you have any questions about a potential excused absence, please discuss this with the RC Board as soon as possible.
	* **Head Coach:** Boris Roque-Alvarez
	* **Land Practice:** training sessions held on land at the direction of the Head Coach and under the supervision of the Head Coach and/or one or more Assistant Coach(s). Unless otherwise notified by the Head Coach or VPs Administration, all land practice sessions will be held at Ridgewood High School at the times posted on ridgewoodcrew.com and are mandatory. ‘Land practice season’ will begin immediately following the team selection announcement and will continue until conditions permit a transition to the ‘water practice season’.
	* **Permitted Absence:** unless identified specifically below (in this definition), a permitted absence must be granted by the Head Coach or by the VPs Administration (at the specific direction of the Head Coach). NO EXCEPTIONS. The Head Coach may, in his or her sole discretion, grant a permitted absence from:
		+ Land Practice – during the period when a rower is participating in a winter sport at Ridgewood High School; up to 2 days with prior approval from the Head Coach
		+ Water Practice
		+ Regattas – if your team is not rowing in a regatta. For example, the novice team will not attend regattas that are designated as Junior Varsity and Varsity only.
		+ Note: in the spring racing season, any athlete who has missed practice due to a serious injury or illness, must be cleared by a doctor and must be able to fully participate in all training on their return. There is no guarantee that a seat will be held for any athlete who is sick or injured. This may mean exclusion from practice and racing for all or part of the spring season.
	* **Regattas/Regatta Season/Regatta Schedule:** all regattas are posted on ridgewoodcrew.com. While changes are rare, the regatta schedule is subject to change at the discretion of the Head Coach. The VPs Administration and/or VP Communication will notify rower of any changes to the regatta schedule.
	* **Rower:** any person that is selected as a RC team member, whether active or inactive, a sweep, a sculler, or a cox.
	* **Water Practice:** training sessions held on water at the direction of the Head Coach and under the supervision of the Head Coach and/or one or more Assistant Coach(s). Unless otherwise notified by the Head coach or VPs Administration, all water practice sessions will be held at PRRA in Lyndhurst at the times posted on ridgewoodcrew.com. ‘Water practice season’ will begin as soon as conditions on the Passaic River permit, in the discretion of the Head Coach and the RC Board. Typically, water practice begins the first or second week of March and continues throughout the regatta season.
2. **Rower and Parent Acknowledgement**

We have read the Ridgewood Crew Expectations, Rules and Codes of Conduct and agree to abide by them. We understand that actions contrary to these Guidelines may result in the rower’s removal from the event in question, and/or may result in permanent termination of membership in RC with no refund of fees.

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I will be participating in the following events during the spring season:

|  |  |  |
| --- | --- | --- |
| **Event** | **Date** | **Select** |
| SAT Testing | March 10 |  |
| May 5 |  |
| ACT Testing | February 10 |  |
| April 14 |  |
| DECA Competitions | February 27- March 1 (States) |  |
| April 20 - 25(ICDC) |  |
| Choir/Orchestra | April 18 |  |
| Band | April 5 |  |
| **School Breaks (mandatory practices over Spring/April Break)** |
| MLK Jr Break | January 13 |  |
| January 15 |  |
| President’s Day Break | February 16 |  |
| February 19 |  |
| February 20 |  |